

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Fleet Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates the induction of equipment into the maintenance cycle. Makes initial diagnosis of repairs required. Coordinates delivery of equipment and repair requests to the appropriate shop. Coordinates road service and wrecker support. Supervises employees responsible for repair, minor vehicle servicing, delivery, and support operations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Coordinates the induction of equipment into the maintenance cycle by making initial diagnosis of the equipment problem and coordinating repair requests, verifying repairs, and distributing the requirement to appropriate shops.
2	L	Coordinates road service and wrecker support by ensuring the road service call has been dispatched and completed.
3	L	Supervises employees by scheduling and monitoring work, approving overtime and leave requests, and training personnel.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Three years experience as a senior automobile technician
Certifications and Other Requirements	Valid CDL (Class A) Driver's License
Reading	Work requires the ability to read work orders, specifications, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, performance evaluations and other documents.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Counter work while generating work orders
Sitting	F	Desk work
Walking	F	Walking in shop, parking lot
Lifting	O	Parts or equipment
Carrying	O	Parts or office supplies
Pushing/Pulling	R	Parts, equipment, tools
Reaching	O	Parts, equipment, tools, vehicles
Handling	C	Parts, equipment, tools, vehicles, paperwork
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	R	Mechanic assistance, working with parts or equipment
Crouching	R	Mechanic assistance, working with parts or equipment
Crawling	R	Mechanic assistance, working with parts or equipment
Bending	R	Mechanic assistance, working with parts or equipment
Twisting	R	Mechanic assistance, working with parts or equipment
Climbing	O	On top or on vehicles
Balancing	O	Mechanic assistance, working with parts or equipment
Vision	C	Computer, desk work, filing, reading, part installation, repair or replace of equipment, driving
Hearing	C	Telephone, co-workers, staff, meetings, customers, vendors, radio (2 way)
Talking	C	Telephone, co-workers, staff, meetings, customers, vendors, radio (2 way)
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Various small hand tools, copy machine, fax machine, calculator, radios, telephone, various moveable equipment from small engine equipment to heavy duty equipment, automotive diagnostic equipment, computer, printer, Standard Microsoft Windows and Office software, Faster software (specialized fleet management package)

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety shoes, gloves, eye protection, ear protection or earplugs

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)